

Project Delay Notification

Date: [Insert Date]

To: [Client's Name]

From: [Your Company's Name]

Subject: Notification of Delay Due to Equipment Failure

Dear [Client's Name],

We are writing to formally notify you that we are experiencing a delay in the [Project Name] project, due to an unexpected equipment failure. This issue has hindered our ability to maintain the current project schedule.

On [date of failure], our [describe equipment] experienced a malfunction, which has now been assessed and confirmed by our maintenance team. We are currently in the process of arranging for repairs and anticipate that it will take approximately [number of days] to resolve the issue and resume normal operations.

We understand the importance of timely project completion and are taking proactive steps to mitigate the impact of this delay. Our team is working diligently to minimize downtime and maintain progress in other areas of the project where feasible.

We will keep you updated on the situation, and we appreciate your understanding and support during this time. Should you have any questions or require further information, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Contact Information]